

NOTICE OF VACANCY
October 15, 2020

POSITION: Assistant Conservation Administrator

DEPARTMENT: Conservation

SALARY RANGE: M5 \$54,163.20 -\$60,996.00

HOURS: Monday, Wednesday, Thursday – 8:30am to 5pm
Tuesday – 8:30am to 7pm
Friday – 8:30am to 2pm

Statement of Duties:

The Assistant Conservation Administrator is responsible for assisting in the provision of administrative, permitting, and technical work to implement the State Wetland Protection Act, the City's Wetlands Protection Bylaw, the City's Stormwater Ordinance, and other conservation initiatives including but not limited to managing city-owned conservation land through deliberations and decisions of the Conservation Commission, invasive species management, and aquatic vegetation management. Employee is required to perform all similar or related duties.

Supervision Required:

Employee works under the general supervision of the Conservation Administrator. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed.

Supervisory Responsibility:

Employee, as a regular and continuing part of the job, is required to lead one (1) full-time employee to assist in completing assigned work. The Assistant Conservation Administrator also assists in the hiring and supervision of a seasonal conservation crew of 6 to 10 seasonal staff. The employee also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process.

Confidentiality:

The employee has access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law such as law suits, client records, and department records.

Accountability:

Consequences of errors, missed deadlines or poor judgment may include adverse public relations, missed deadlines, personal injury, danger to public health/safety, and legal repercussions.

Judgment:

Work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Complexity:

Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, and evaluating facts or data using fact finding techniques; or determining methods to accomplish assigned work.

Work Environment:

The work environment involves everyday discomforts typical of an office environment with frequent exposure to outside elements when conducting field inspections or managing conservation lands. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant although the employee may be injured when out in the field. Employee may be required to work beyond normal business hours to attend evening meetings.

Nature and Purpose of Public Contact:

Employee interacts with co-workers, the public, and external contacts such as vendors, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

Occupational Risk:

Duties generally do not present occupational risks to the employee. Personal injury can occur through employee's failure to properly follow safety precautions or procedures when accessing rough terrain. Examples of injury include bruises from falls, exposure to motor vehicle traffic, cuts or burns, insect bites, exposure to noxious plants, or muscular strains from lifting or carrying department equipment or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Provides staff support to the Conservation Commission; participates in projects related to the enforcement of the State Wetlands Protection Act, the City's Wetlands Protection bylaw, and City's Stormwater Ordinance; performs field inspections; prepares recommendations to the commission; attends meetings.
2. Responds to public inquiries regarding a range of conservation issues including but not limited to potential applications, tax abatements, wetland and flood zone violations, wildlife etc.

3. Assists Administrator in the management of conservation lands by implementing a volunteer steward program including trail maintenance, trash clean-up etc. and a hunting program.
4. Undertakes various conservation initiatives including but not limited to the revision and implementation of the City's Open Space and Recreation Plan; management of lakes and ponds.
5. Maintains current files on state/federal funding programs for City land acquisition and obtain information, data and all necessary materials such as surveys and appraisals to permit competitive grant applications by the City in cases of desired reimbursement for land purchase expenses. Conducts public education programs within the City and public-school systems, serving civic organizations and others upon request, to enhance public awareness of conservation.
6. Represents the Commission, as needed, at regional conferences, workshops, planning sessions and programs and maintains communications with neighboring Conservation Commissions and/or Administrators to facilitate resource protection where needed along city borders or other areas of mutual impact.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree; five to seven (5-7) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements:

Valid MA Class D Motor Vehicle Operator's license. Training in Geographic Information Systems (GIS) preferred. Herbicide Applicator's License preferred.

Knowledge, Abilities and Skill

Knowledge: Comprehensive knowledge of the current principles and practices of wetland management and protection as well as plant identification for the purpose of wetland delineation; thorough knowledge of the state statutes and local bylaws and ordinances applicable to the jurisdiction of the Conservation Commission and the protection of wetlands; general knowledge of hydric soil and hydrology identification/interpretation for the purpose of wetlands delineation, botany/wetland plant identification, and geology; working knowledge of soil types and their functions and the ability to verify wetland boundaries as described in the Massachusetts Wetland Protection Act Regulations and the City's Wetlands Protection bylaw. Knowledge of or experience in conservation land management is preferred. Training and experience in GIS are preferred. General administrative knowledge including the application of technology such as office software and use of the Internet in support of department operations.

Abilities: Ability to deal effectively and diplomatically with government agencies, City boards and commissions, other City employees, the general public, and state regulatory agencies; ability to enforce applicable laws and regulations in a consistent and impartial manner; ability to efficiently plan and supervise the work of subordinates; ability to communicate clearly in written, oral and graphic form and to organize departmental activities effectively; ability to identify indigenous wildlife; ability to solve problems; ability to interpret complex engineering drawings. Ability to read plans and interpret engineering information.

Skill: Skill in operating the above-mentioned equipment. Proficient oral and written communication skills. Effective time management and customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need for the employee to be able to stretch or reach with hands or arms in order to retrieve materials or equipment. The work may require extended physical effort over a significant portion of the workday when out in the field.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, hand tools, or climbing a ladder.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, reviewing non-written materials such as maps for analytical purposes, and routinely to determine color differences.

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